

Report Date: 30 Mar 2016

Summary Report for Individual Task
805C-42A-3499
Determine Entitlement to Military Pay and Allowances
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are an HR NCO and are responsible for military pay support and internal financial controls for your unit. You have access to Department of Defense (DoD) Financial Management Regulation 7000.14-R Volume 7A, calculator, a computer with internet capabilities and standard office supplies. This task should not be trained in MOPP 4.

Standard: With minimum of 70% accuracy, review DoDFMR 7000.14-R Volume 7A, research finance actions and determine entitlements to special pay, incentive pay, subsistence allowance, other allowances, and implement internal control procedures

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are required to provide finance support for your unit.

<div><div>DANGER</div><div>None</div></div>
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<div><div>WARNING</div><div>None</div></div>

<div><div>CAUTION</div><div>None</div></div>

Remarks: None

Notes: None

Performance Steps

1. Review DoDFMR 7000.14-R Vol 7A.
 - a. Subject areas.
 - b. Paragraph numbering system.
 - c. Decision Logic Tables (DLTs).
2. Research Finance Actions
 - a. Utilize table of contents.
 - (1) Chapters
 - (2) Sections.
 - (3) Paragraphs.
 - (4) Sub-paragraphs.
 - b. Search key words.
3. Determine Basic and Special Pay entitlement.
 - a. Review Military Basic Pay Tables.
 - b. Hardship Duty Pay (HDP).
 - (1) Location.
 - (2) Mission.
 - c. Special Duty Assignment Pay (SDAP).
 - d. Verify supporting documentation.
4. Determine Incentive Pay entitlement.
 - a. Demolition Duty.
 - b. Parachute (Jump Pay).
 - c. Flight Duty.
 - d. Verify supporting documentation.
5. Determine Subsistence Allowances.
 - a. Basic Allowance for Subsistence (BAS).

(1) Officer BAS.

(2) Enlisted BAS.

b. Family Subsistence Supplemental Allowance (FSSA).

6. Determine Other Payable Allowances.

a. Housing Allowances.

(1) Basic Allowance for Housing (BAH) with dependents.

(2) Basic Allowance for Housing (BAH) without dependents.

(3) Basic Allowance for Housing (BAH) Partial.

b. Family Separation Allowance (FSA).

c. Overseas Housing Allowance (OHA).

d. Cost of Living Allowance (COLA).

7. Implement Internal Control Procedures.

a. Verify / maintain all documentation used to substantiate pay actions.

b. Advise unit commander on the Unit Commander's Finance Report (UCFR).

c. Reconcile the UCFR to ensure Soldiers do not incur undue financial hardship due to incorrect pay.

d. Implement controls to safeguard assets and to prevent and detect errors and fraud.

(1) Ensure that Internal Controls provides reasonable assurance that the objectives are being achieved.

(2) Design and implement internal controls based on related costs and benefits.

e. Adhere to the Defense Finance Accounting Service (DFAS) supplemental internal control policies and practices necessary to help protect resources and ensure mission effectiveness.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed DoDFMR 7000.14-R Vol 7A.			
2. Researched finance actions.			
3. Determined Basic and Special Pay entitlement.			
4. Determined Incentive Pay entitlement.			
5. Determined Subsistence Allowances.			
6. Determined Other Payable Allowances.			
7. Implemented Internal Control Procedures.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 37-104-4	MILITARY PAY AND ALLOWANCES POLICY	Yes	Yes
	ATP 1-0.1	G-1/AG and S-1 Operations	No	No
	DOD 7000.14-R VOL 7A	Department of Defense Financial Management Regulation, Volume 7A , Military Pay Policy and Procedures - Active Duty and Reserve Pay	Yes	Yes
	JTR VOL 2	Joint Travel Regulations (JTR) Volume 2 Chapters 1-7 Department of Defense Civilian Personnel	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-3498	Monitor Meal Card Management	805C - Adjutant General (Individual)	Superseded

Supported Individual Tasks : None

Supported Collective Tasks : None